### Event Planning

- □ Is information about the event accessible to a broad range of participants (including website information)?
- □ Can participants request accommodations through a registration form or other mechanism?
- □ Have funds been allocated in the budget to cover the cost of accommodations?
- □ Have presenters been asked if they need accommodations for equal access?
- □ Have presenters been informed of ways to make presentations accessible to audience?
- □ Are food options available for participants with dietary restrictions/allergies?
- □ Is the staff knowledgeable about communicating with people with various disabilities?

### Parking and Pathways

- □ Are there accessible parking spaces near the accessible entrance? Are spaces clearly marked with the international symbol of accessibility? Are the spaces and access aisles 8 feet wide? Are the access aisles marked with "No Parking" signs?
- □ Is there an accessible route from parking/drop-off to the entrance? (Recommended distance not to exceed 200 feet.). Is the sidewalk from the parking lot a minimum of 36” wide?
- □ Is the accessible path of travel a paved and level surface, ?

### Entrance and doors

- □ Is at least one of the primary entrances accessible (if there are stairs, there must also be a ramp or lift)?
- □ Does the entrance door have opening of at least 32 inches of clear width?
- □ Do non-accessible entrances have signs giving directions to the accessible entrance?
- □ Is there an automatic door or is pull force on door five pounds or less?

### Public Areas

- □ Does the registration area have a 36 inch counter?
- □ Are all accessible routes free of protruding objects?
- □ If event is on an upper floor, is there an elevator?
- □ Do room signs have raised or Braille characters?

### Public restrooms

- □ Are restrooms located along an accessible route of travel?
- □ Does signage at inaccessible rest rooms direct people to accessible restrooms?
- □ Does the door to restroom provide a minimum of 32 inches of clear opening width?
**Meeting rooms**

- Does the restroom door have levered handles?
- Is there an accessible toilet stall (5’ x 5’ clear floor space)? Is toilet seat 17 to 19 inches above floor? Are there grab bars at the side and back of the toilet at 33” to 36” above the floor?
- Is the door to the accessible stall at least 32” wide and swing outward?
- Does the sink provide knee clearance of 29 inches? Are soap, paper towel dispenser and amenities located at or below 48 inches?

**Meeting Activities**

- Are meeting rooms on accessible route of travel?
- Do the doors provide at least 32 inches clear width?
- Is there a clear pathway through the room (at least 36” wide).
- Is the stage or elevated area wheelchair accessible?
- Is there an assistive listening system available?
- Does the room have movable seating to make room for a wheelchair?
- Is there adequate lighting for persons with low vision or if a sign language interpreter is needed?

**Emergency Planning**

- Are exits clearly identified and accessible?
- Do fire and emergency alarms have both audible and visual signals?
- Is there an evacuation plan for persons with disabilities?

**Considerations for conference activities or participants free time**

- Recreation rooms
- Restaurants

For more information on planning accessible events visit: [http://www.cornell.edu/disability/events/](http://www.cornell.edu/disability/events/)